



DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150

MEMO PERD #04/01

February 1, 2001

TO: Department Directors
Division Administrators

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: HR DATA WAREHOUSE

The Department of Personnel is pleased to announce the availability of the HR data warehouse. It has been our goal to develop this data warehouse as a companion to the new automated payroll and personnel system implemented in March 1999. The core release of the HR data warehouse is now available through the state's Intranet. A preview of the warehouse was given at the IFS-HR User Group meeting held in January.

While the ADVANTAGE-HR system was designed primarily to produce payroll and maintain personnel records, the data warehouse has been designed for reporting data without interference to the production system. At the request of users, the initial release of the data warehouse focuses on payroll-related data. Agency users indicated a need for additional data to assist in reconciling payroll. We believe the core release of the HR data warehouse meets this objective. Additionally, as described below, limited personnel information will soon be added to the database in the warehouse.

The IFS-HR User Support Team is offering training on the new HR data warehouse at the IFS Project site. Each agency administrator is asked to appoint one or two individuals to be the initial primary users of the payroll data contained in the warehouse. These individuals will be given training and provided access to the warehouse. An Advantage On-line Database Confidentiality Agreement must be on file with the Department of Personnel prior to training. A User ID will be provided to each user at the training class. Training request forms and a schedule of classes can be found on the IFS-HR web site (www.state.nv.us/personnel/ifs) or by calling the IFS-HR Help Desk at (775) 684-8696.

February 1, 2001

Page 2

The Project Team is currently in the process of refining the addition of personnel data to the warehouse and a focus group of agency users will participate in shakedown tests. As an agency administrator, you should also appoint one or two primary users of personnel data from your agency who will also be trained on use of the warehouse. An announcement will be posted on the IFS-HR web site when this release is available. As in the case of the payroll-related training, the IFS-HR Team will then begin to provide training for the personnel users.

I enthusiastically encourage you and your staff to become active users of the new HR data warehouse. I believe you will be extremely pleased with the strides we have made in making data available to you. Should you or your staff have any questions, feel free to call the IFS-HR Help Desk at (775) 684-8696.

JG:rb

cc: Agency Personnel Liaisons
Agency Personnel Representatives